

2010 ANNUAL TOWN MEETING CHECKLIST

Updated 1/7/10

TOWN MEETING DEADLINES

Nov '09	SBO	Confirm dates with Town Moderator, ARMS, Town Clerk and ACTV.
Dec '09	SB/Clerk	SB vote TM and Election Calendar
Dec '09	TM/SBO	Send memo to staff and committees about deadlines.
2/8/10 noon		Citizen zoning petitions due.
3/8/10 noon		Citizen miscellaneous petitions due.
3/8/10 noon		Staff list of warrant articles due
3/8/10 noon	TM	Send preliminary list of warrant articles to SB, FC, Moderator, Counsel, Town Clerk
3/12/10	TM	Send letter to petitioners RE: deadlines

WARRANT DEADLINES:

wk of 3/15	TM/Chair	Arrange articles in preliminary order.
wk of 3/15	TM/Chair	Assign warrant articles to staff.
Mar/April	TM/SB	Schedule petitioners for SB agenda
3/23 noon	Various	Staff warrant article language due.
4/25/10??? 9:00 a.m.	TM/SBO	Meet with TMgr, SBChr, TCounsel, FinDir., FinComChr, DirConserv/Dev, PlanDir, Moderator for warrant review .
wk of 3/29	TM/SBO	Send draft warrant to Select Board, TCounsel and DHs.
4/5	SB	Sign warrant. (Four weeks prior to start of TM)
4/5 noon		Deadline for receipt of materials for first packet mailing.
4/5	TM	Provide Town Manager with draft of mailing materials.
4/6	SB/Police	Post Warrant
4/7	SBO	Mail first packet with warrant (w/ TM notes and Town Clerk's Notice w/ TM dates). (Clerk's notice mailed 10 days prior to TM)
Wk of 4/19?	SBO	Schedule street acceptance viewing(s). (Notice wk of 3/26, Vote 4/23 and File by 4/24) * PB Report
4/17 noon	Various	Staff motion language due. (Speakers & Movers List)
4/17 noon	Various	Deadline for receipt of recommendations from staff and board/committees.
4/21 noon	Various	Deadline for receipt of materials for second packet mailing.
4/21??? 9:00 a.m.	TM/SBO	Meet with TMgr, SBChr, TCounsel, FinDir, FinComChr, DirConserv/Dev, PlanDir, Moderator for motion review .
4/21	SBO	Mail second packet (w/FC Report #1; mail 2 weeks before TM (give 2 weekends to read))
April	SB	SB take positions on articles.
April		TMCC Warrant Review Meeting (1 ½ weeks before TM) Date set by TMCC.
	SBO	Send draft script to TMgr, SB, FinDir, FinComChr, Moderator, and TClerk.
	SBO	Prepare screens, name plates, etc.
	SBO	Prepare motion sheets for each meeting night.
5/3/10		Town Meeting Begins (Additional Dates: 5/5, 5/10, 5/12, 5/17, 5/19, 5/24, 5/26, 6/7, 6/9, 6/14, 6/16, 6/21 & 6/23, 2010)
5/30 Noon		Deadline for receipt of materials for third packet mailing, (if required for FC Report.)
6/3		Mail third packet (FC Report #2)

POST TOWN MEETING ACTION ITEMS

*	SBO	Send articles needing Special Acts to Amherst's Representative, Senator and Governor.
*	Clerk	Send proposed Bylaws to Attorney General.
**	TM	Prepare Town Meeting follow up list.

* Within 2 days of dissolution of Town Meeting
 ** Within 7 days of dissolution of Town Meeting
 TMO: Town Manager's Office

TM: Town Manager
 Chair: Chair of the S B
 FD: Finance Director

SB: Select Board
 SBO: Select Board's Office
 FiCom: Finance Committee

PB: Planning Board